

Legislative Management

Administrative Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees, Agency Employees
Location: Connecticut General Assembly – Legislative Management
Hours: 40 / week
Salary: Starting \$38,824
Closing Date: December 21, 2011

Preferred Skills and Ability:

The State Legislature is seeking to fill a nonpartisan Administrative Assistant position in the Office of Legislative Management. The selected individual will perform a wide range of accounting duties including: recording complex journal entries, preparing financial statements, producing monthly financial reports, reconciling bank accounts and analyzing grant accounts. This position also assists higher level staff as needed.

Eligibility Requirement:

Minimum requirements: 2 years of college-level or business school courses and at least 2 years of advanced clerical experience in bookkeeping and financial record keeping or any equivalent combination of education and experience.

Application Instructions: Please send resume and cover letter to:
Administrative Assistant Search Committee,
Joint Committee on Legislative Management,
Room 5100,
Legislative Office Building,
Hartford, CT 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities

CT 3/22/10